

# JOB INTERVIEW

This event recognizes FBLA members who demonstrate proficiency in applying for employment in business.

## PERFORMANCE COMPETENCIES

- answer questions effectively
- demonstrate and use good communication skills
- communicate career knowledge and plans
- exhibit a professional and poised appearance

## NBEA STANDARDS REINFORCED BY EVENT

Career Development: self awareness, career research, workplace expectations, career strategies

Communications: employment

**CAREER CLUSTER(S):** *Business Management & Administration; Marketing*

## ELIGIBILITY

The top five winners at the winter regional conferences may enter this event. If a chapter has no winner in the top five, it may enter one participant.

1. All participants must be members of the active local chapter and on record in the FBLA state and national offices as paying dues by February 6.
2. Participants must be selected in accordance with the regulations of the local chapter and the state association.
3. Participants must not have won first place at a State Business Leadership Conference nor entered this event at a previous National Leadership Conference.
4. Participants must adhere to the dress code established by the Board of Directors, or they will not be permitted to participate in the competitive event.
5. Participants failing to submit materials for receipt in the state office by March 9 will be disqualified.
6. Participants failing to report on time for the event will not be permitted to compete.

## OVERVIEW

This event consists of two (2) parts: a letter of application, résumé, and a job application form; and an interview. Participants are required to complete all parts to be eligible. A letter of application, résumé, and job application must be submitted in three (3) folders and received by the State Office by the stated SBLC registration deadline of March 9.

Each participant must apply for a business or business-related job at Merit Corporation, a fictitious company. The job must be one for which he/she is now qualified or for which he/she will be qualified at the completion of the current school year.

All participants will be scheduled for a ten (10) minute preliminary interview.

## GUIDELINES

### Letter, Résumé, Job Application

The letter of application, résumé, and job application must be composed/completed prior to the State Business Leadership Conference and submitted as noted below. Personal style and creativity are acceptable in the letter and résumé; however, they must follow a standard, acceptable business format.

Participants will apply for a position at Merit Corporation. Merit Corporation is a large fictional national corporation headquartered in Washington, DC. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit Corporation is an equal opportunity employer.

1. Three (3) copies of the following items must be submitted to the State Office in three (3) standard file folders **received** in the State Office by March 9. The tabs of the folders must be neatly labeled with event title, participant's name, state, and school. Include participant's name on all pages submitted:
  - a. A **one-page** letter of application (original or copy) from the participant addressed to:

Dr. Terry E. Johnson  
Director of Human Resources  
Merit Corporation  
1640 Franklin Place  
Washington, DC 20041

- b. A brief résumé (original or copy) not to exceed two (2) pages. Photographs are not allowed.
  - c. A job application
2. **A job application must be completed.** Download the form at [www.wafbla.org](http://www.wafbla.org) or [www.fbla-pbl.org](http://www.fbla-pbl.org) (click on FBLA, Competitive Events). Complete the application online and print. One copy of the application must be included in each of the three (3) folders with the letter and résumé.
  3. Student members, not advisors, must prepare all materials.
  4. Participants failing to submit materials to be **received** in the State Office by March 9 will be disqualified.
  5. A deduction of five (5) points will be made from the score of participants who submit materials by March 9 but do not adhere to the event guidelines.

#### **Preliminary Interview**

Each participant will be scheduled for a ten (10) minute preliminary interview. Based on the preliminary interview, letter of application and resume', and application form, fifteen (15) finalists—or an equal number from each group—will be selected for final interviews. The interview will be conducted by business professionals. The judges will be provided with a copy of each applicant's materials. No additional items may be brought to the interview nor left with the judges.

#### **Final Interview**

Participants will be assigned a time for their final fifteen (15) minute interview. All other procedures as outlined for the preliminary interview will be followed for the final interview. It is the participant's responsibility to verify finals eligibility.

#### **JUDGING**

Participants will be judged by a panel of judges serving as personnel professionals. All judges' decisions are final. The final interview rating sheet will determine the winners.

#### **STATE AWARDS**

The number of awards presented at the State Business Leadership Conference is determined by judges and/or number of entries. The maximum number will be five (5).

#### **NATIONAL ENTRIES**

Washington State may enter three (3) event winners for national competition.

#### **REFERENCE**

Job Interview Rating Sheets (2), see Appendix A



# FBLA JOB INTERVIEW

## Interview Rating Sheet

 Preliminary Round

 Final Round

Evaluation Item	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Professional Presentation</b>					
Demonstrates proper nonverbal communication (eye contact, posture, facial expressions, body language, smile)	0	1–2	3–4	5	
Demonstrates a strong introduction (smile and handshake) and closing (thanks interviewer)	0	1–2	3–4	5	
Demonstrates self-confidence, takes initiative, and is enthusiastic	0	1–3	4–7	8–10	
Professional appearance	0	1–2	3–4	5	
<b>Comments:</b>					
<b>Interview</b>					
Demonstrates the ability to understand and respond to interview questions	0	1–5	6–10	11–15	
Relates previous experience/activities with position's duties and skills necessary to succeed (realistic appraisal of self)	0	1–5	6–10	11–15	
Possesses knowledge about the position and career field	0	1–3	4–7	8–10	
Possesses excellent communication skills, and uses appropriate grammar, and uses appropriate length of time to answer questions	0	1–5	6–10	11–15	
Participant asks questions that demonstrates interest in organization and understanding of position	0	1–2	3–4	5	
<b>Comments:</b>					
<b>Application Materials</b>					
Effectiveness of application materials (resume, letter of application, and job application)	0	1–5	6–10	11–15	
<b>Comments:</b>					
<b>Subtotal</b>					<b>/100 max.</b>
<b>Penalty</b> Deduct five (5) points in preliminary round if materials received late.					
<b>Final Score</b>					<b>/100 max.</b>

Name(s): \_\_\_\_\_

Educational Institu \_\_\_\_\_ State: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Judge's Comments:**